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## Job details

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<b>Supplemental</b>	<a href="#">Click to view Supplemental Application Information</a> <b>All applicants for this job announcement are required to complete and attach the Supplemental Questionnaire form to their online employment application.</b>
<b>Bulletin Number</b>	41889BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Mental Health
<b>Position Title</b>	SUPPLY OFFICER I
<b>Exam Number</b>	22373A
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	10/08/2014
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	4157.27
<b>Salary Maximum</b>	5452.55
<b>Position/Program Information</b>	Has comprehensive responsibility for supply and related functions in a large department, including the procurement, storage, custody and distribution of supplies, equipment and services, involving supervision of a staff of approximately 12 or more.
<b>Essential Job Functions</b>	<p>Plans, assigns, directs and evaluates work of subordinate staff.</p> <p>Manages the routine and emergency procurement of supplies, equipment and services, and the preparation of related documents, records, controls and reports.</p> <p>Directs the storage and distribution of supplies and the maintenance of optimum inventory levels.</p> <p>Coordinates procurement and supply activities with departmental accounting operations, and the central processing agency.</p> <p>Screens or supervises the screening of requests for supplies and evaluates consumption patterns for supplies and services, by the various operating units.</p> <p>Analyzes a variety of requests for upgrading and extending leased equipment agreements, ensuring that necessary approvals have been obtained and are within County regulations.</p> <p>Supervises or coordinates comparative testing and the evaluation of supplies and equipment with the various operating units in reference to costs, relative efficiency, labor savings, etc. to determine suitability for departmental use and makes recommendations.</p> <p>Reviews purchasing trends and develops purchasing agreements for the Department to streamline the procurement process.</p>

Supervises and participates in the preparation of specifications for complex equipment items to reflect the particular needs of the operating units and to conform to requirements of the central processing agency.

Prepares justification to support the purchase of equipment which costs more than that offered by the lowest bidder.

Directs the utilization of assigned equipment and the disposal of salvage items.

Participates in the preparation of the services and supplies and equipment budgets, including evaluation of requests of operating units for new or replacement items.

**Requirements**

**Selection Requirements:** Four years of full-time paid experience\* in work which included procurement of a variety of supplies and equipment at the level of Procurement Assistant I\*\* in the service of Los Angeles County.

**This examination is subject to closure at anytime without prior notice.**

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class "C" Driver License or the ability to utilize alternate method of transportation when needed to carry out job-related essential functions.

**Desirable  
Qualifications**

- Associate's degree\*\*\* or higher in Business Administration, Public Administration, Accounting, or a related field from an accredited\*\*\*\* college or university
- Experience in supervision with the responsibility of overseeing, evaluating, training, and disciplining procurement and warehouse staff
- Experience on using eCAPS Procurement and Warehouse Modules
- Experience in performing effective warehouse best practices such as ensuring inventory of items are properly counted and stocked
- Experience conducting various procurement and warehousing related trainings

**Special  
Requirement  
Information**

**\*Verification of Experience:** Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their **Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.**

**\*\*Experience at the level of Procurement Assistant I is defined as performs a full**

range of journey-level functions in the regular and emergency procurement of supplies, equipment, and services for a County department.

**CANDIDATES MUST MEET THE SELECTION REQUIREMENTS AT THE TIME OF FILING. NO WITHHOLDS ARE ALLOWED FOR THIS EXAMINATION.**

\*\*\*To receive credit for education, proof of graduation, such as a copy of your diploma or official transcript, must be submitted at the time of filing or within 15 calendar days from the application filing date. Credit will not be granted if evidence of degree is not received within the allowed time.

**Accreditation  
Information**

\*\*\*\***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services, (NACES) or the Association of International Credential Evaluators, Inc. (AICE).

**Examination  
Content**

This examination will consist of two parts:

Part I - Rating from Record weighted 50%. The Rating from Record will evaluate experience and education based on application information and Supplemental Questionnaire.

Part II - Appraisal of Promotability weighted 50%. The Appraisal of Promotability (AP) will measure knowledge and skills, problem solving, written and oral communication skills, productivity, and supervision.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**Vacancy  
Information**

The eligible register resulting from this examination will be used to fill a vacancy within the Department of Mental Health, Administrative Services Bureau.

**Eligibility  
Information**

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following their date of promulgation.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

**No person may compete for this examination more than once every twelve (12) months.**

**Available Shift**

Day

**Job Opportunity  
Information**

**Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.**

**Applicants must indicate their County department name in**

**the Experience section of the employment application and in the Supplemental Questionnaire.**

**Current employees in the unclassified service who meet the following conditions may also qualify to participate in this exam:**

- Unclassified employees must have attained permanent County status on a classified position by successful completion of the initial probationary period.
- Unclassified employees must not have had a break in service since leaving the classified service.
- Unclassified employees who have not held a permanent position in the County's classified service must have at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.
- Unclassified employees must meet the minimum or selection requirements pertaining to filing applications for positions in the classified service, and any other additional requirements as stated on the bulletin.

**Application and  
Filing  
Information**

**ONLINE FILING ONLY**

Applicants are required to complete and submit an online Los Angeles County Employment Application and Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, and/or any unsolicited documents will not be accepted in lieu of completing the online application.

**INSTRUCTIONS FOR FILING ONLINE:**

To apply online, CLICK on the tab above or below this bulletin that reads, **Apply to Job**.

Clear and legible copies of the required documents, such as **Verification of Out-of-Class Experience Letter, diploma, Official Transcripts**, license, certificates, **Supplemental Questionnaire**, etc., **MUST BE** uploaded as attachments during application submission -OR- sent by email to [Blucio@dmh.lacounty.gov](mailto:Blucio@dmh.lacounty.gov) within 15 calendar days from date of application submission.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. To receive credit, your online application must provide complete information. Home/mailling address and other contact information such as telephone number and valid email address must be provided. License and/or Certification information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. **LIST separately each job experience to be evaluated.**

Candidates **must** submit all required documents at the time of filing or within 15 calendar days from the application filing date.

**This examination may close at anytime without advance notice.**

Applications may be rejected at any stage during the selection process. Applications with missing information required for evaluation will not be accepted.

All information supplied by applicants is subject to verification.

**County of Los  
Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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<b>ADA Coordinator Phone</b>	213.738.2855
<b>Teletype Phone</b>	800.735.2922
<b>California Relay Services Phone</b>	800-735-2922
<b>Job Field</b>	Warehouse and Inventory Control
<b>Job Type</b>	Administrative Support

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